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Ideas /Issues to Consider as the Team gets started:

- Weekly (or regular) meeting to discuss cases, as well as operational and systemic issues: communication, documentation, handouts that might be given to clients, service providers to explore/meet, what is working/what is not
- Consider shared files (hard copy and electronic)—this may be the current electronic database or something additional—name the shared files in a way that make them likely to withstand a work product challenge—err on the side of including a lot of detail in these notes (i.e. I made a referral) as they will save the team time in terms of staying up to date-
- Consider shared calendars—CFR uses Outlook—invite one another to court appearances, client meetings. Discuss how best to be clear about what invites mean
- Discuss criteria for the social worker coming to future court appearances—If the social worker attended a conference, observed a visit or spoke with a service provider, the team may decide appearance is necessary
- Communicate regularly with mobile devices—also a way to check one another's calendar when scheduling court appearances and meetings
- Err on the side of joining one another for any client meeting, no matter the purpose—issues you may not have anticipated could come up and best/most time efficient to address these together
- Be transparent with other stakeholders (Dept, GAL, court) about what they can anticipate from you—i.e additional litigation, discovery requests, motions, family interaction ideas, Social Worker attending conferences where she may raise questions or object to some parts of the service plan, etc.
- Track data on new cases—possible data points include basic case information, children's status (in our out of care when case begins), time child enters care, time child exits care, re-entry into care, reason for re-entry, deferred adjudication and length of time of deferred adjudication, applications for children to return from care (oral, written) and the result—even if children end up coming home on consent, track this (i.e. you make a formal oral or written request but before you litigate, department agrees)
- Keep a running list of questions or challenges or ideas that you would like CFR staff to address when they come to LA